| Approved For Release 2005/01/   | PROVAL EXPIRES NOV. 30, 1953   |
|---|--|
| GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIV   |  |
| MICROFILM SURVEY - ORGANIZATION   | ·  |
| 1. NAME OF AGENCY   | 2. ORGANIZATION UNIT (Name of bureau, or other organiza-   |
| TO HAME OF ACENO  | tion unit of the egency)   |
|   |  |
| 3. LOCATION (Street and city address of organization unit   | 4. LIAISON (Name, title, location of organization unit   |
| listed in Block 2)  | official who will be available to answer possible questions arising from survey)                                     |
|   | questions arising from sairsy)   |
|   |  |
|   |  |
|   |  |
| 5. WERE ANY MICROFILMING OPERATIONS PERFORMED BY OR FOR YO  | UR ORGANIZATION UNIT DURING FY 1953?   |
| (ANSWER YES IF THE WORK OF THE ORGANIZATION UNIT INCLUD MICROFILMING, WHETHER THE LATTER WAS TO BE DONE BY THE  | AGENCY OR BY AN OUTSIDE CONTRACTOR,YESNO   |
| (2) THE REPRODUCTION OF FACSIMILES FROM EXISTING MICROF   | ILM, OR (3) THE MICROFILMING OF RECORDS.   |
| If YES, complete Schedules A, A-1 & B and return with t   | his sheet, noting inclusion by check in Block 11.  |
| 5. DO YOU HAVE ANY MICROFILM EQUIPMENT UNDER CONTROL OF YO  | UR ORGANIZATION UNIT? INCLUDE READERS,   |
| CAMERAS, ETC. IN STORAGE AS WELL AS THOSE IN OPERATION. SOLELY TO SERVICE AN EXISTING LIBRARY OF MICROFILM REEL |  |
| ING OR INSPECTION PROCESSES. J  |  |
| If YES, complete Schedule C and return with thim sheet,   |  |
| 7. ARE WRITTEN INSTRUCTIONS IN EFFECT FOR OBTAINING APPROV  | AL OF PROPOSED MICROFILMING PROJECT? YES NO  |
| If VRS return a conv with this sheet, marking the inst  | ructions "Microfilming Survey - Schedule D" and note in-   |
| clusion by check in Block 11.   |  |
| 8. ARE WRITTEN INSTRUCTIONS FOR THE GUIDANCE OF MICROFILM   | OPERATIONS IN EFFECT?  |
| If YES, return a copy with this sheet, marking the inst   | ructions "Microfilming Survey - Schedule B" and note in-   |
| clusion by check in Block 11.  9. HAVE STANDARDS OF PRODUCTION FOR MICROFILMING OPERATION                       | C REEN ESTABLISHEN?  |
| 3. HAVE STANDARDS OF PRODUCTION FOR MICROFILMING OFERATION  | S DEER ESTABLISHED!  |
| If YES, return a copy with thim sheet, marking the stan sion by check in Block II.                              | dards "Microfilming Survey - Schedule F" and note inclu-   |
| 10. IS THERE CENTRAL CONTROL OF APPROVAL OF MICROFILMING P  |  |
| If YES, indicate name of organization unit authorized   | to give such approval.   |
|   |  |
| If NO, state how such determinations are made.  |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
| 11. SCHEDULES ATTACHED (Check box indicated for each Sched  | r—1  |
| A (GSA FORM T75a) A-1 (GSA FORM T75a-1) B   | (GSA FORM T756) C (GSA FORM T75c) D E F  |
|   | CT!ON8<br>eral)  |
| This report should be executed by each organization   | unit which, during FY 1953, performed specific microfilm-  |
|   | performed for it regardless of by whom performed, or which ry of migrofilm equipment. The data reported must include |
| all operations or inventory within the continental limits   |  |
| DEFIN   | ITIONS   |
| As used in instructions covering this survey the term   |  |
| 1. "Agency" means a Department or independent establishmen  | ·  |
| 2. "Organization unit" means any unit of organization of  | an agency which performs microfilming operations or which  |
| has an inventory of microfilm equipment, or a superior ering such microfilm operations or equipment.            | organization unit which can supply the required data cov-  |
|   | ic feeders, enlargers, automatic film-developing and film-   |
|   | ng and inspection processes. It does NOT include micro-<br>y of microfilm reels, or splicers, rewinders and manual   |
| ••  | ds preparatory to filming, checking of accuracy of sequence  |
| of records preparatory to filming, removing staples an  | d mending papers preparatory to filming, insertion of  |
|   | tion, retakes and splicing, carton labeling and supervier or organization units within your agency, other agencies,  |
| or by private business under contract.  |  |
|   | i  |

#### Approved For Release 2005/07/6/38: GARROP70-00241R000300170013-5 GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE MICROFILM SURVEY - AGENCY SUMMARY SHEET 1. NAME OF AGENCY 2. LIAISON (Name, title and location of agency official who will be available to answer possible questions arising from survey) YES INO HAS THE AGENCY EVER PRODUCED RECORDS (OTHER THAN LIBRARY MATERIALS) IN MICROFILM FORM? 4. NUMBER OF ORGANIZATION UNITS REPORTING MICROFILMING OPERATIONS NUMBER OF ORGANIZATION UNITS REPORTING MICROFILM EQUIPMENT UNDER THEIR CONTROL NUMBER CODE IMAGES MICROFILMED FOR ORGANIZATION UNIT USE (GSA FORM T75a) COLUMN 1 b and d a. BY ORGANIZATION UNITS b and d 2 b. ELSEWHERE WITHIN AGENCY b and d C. BY ANOTHER GOVERNMENT AGENCY u b and d d. BY SERVICE CONTRACT e. TOTAL TOTAL NO. OF IMAGES MICROFILMED FOR USE OF OTHER ORGANIZATION UNITS OR AGENCY (GSA FORM T75a-1 col. b) 8. FILM DEVELOPED (RECORDS FILMED BY ORGANIZATION UNIT ONLY) (GSA FORM T75a and T75a-1) NUMBER OF ROLLS CODE COLUMN DUPLICATE NEGATIVE 1 c and e a. BY ORGANIZATION UNIT 2 c and e b. ELSEWHERE WITHIN AGENCY c and e 3 C. BY ANOTHER GOVERNMENT AGENCY 4 c and e d. BY VENDOR OF FILM c and e 5 e. BY OTHER COMMERCIAL PROCESSING LABORATORY 10. OBLIGATIONS BY OBJECT NUMBER (GSA FORM T75b - Block 5) 9. PURPOSE OF MICROFILMING AM OUNT OF IMAGES COLUMN CODE (GSA FORM T75a) FILMED a. PERSONAL SERVICES and f a. FOR SPACE SAVING REASONS b. EQUIPMENT PURCHASES b and f 2 b. FOR SECURITY REASONS C. EQUIPMENT RENTALS c. BECAUSE OF DETERIORATION OF b and f 3 d. FILM - 16MM PAPER RECORDS e. FILM - 35MM d. TO PRODUCE FILM OR PAPER F. CONTRACT SERVICES BY OTHER b and f COPLES AGENCIES OR BY OTHER ORGANIZATION UNITS WITHIN YOUR AGENCY e. TO REDUCE TIME OR LABOR OF g. CONTRACT SERVICES PERb and f 5 CURRENT OFFICE OPERATIONS FORMED BY PRIVATE CON-TRACTOR 6 b and f f. FOR OTHER REASONS h. TOTAL - ALL OBJECTS g. TOTAL 12. DUPLICATES 11. RAW STOCK NEGATIVE FILM (GSA FORM 775b - Block 6) (GSA FORM T75b - Block 7) INVENTORY OF FILM WITH FILM REELS SIZE NUMBER OF ROLLS INVENTORY EXPIRED EMULSION DATE SIZE DELIVERED 16 M M 16 M M 35MM 35MM 13. NUMBER OF PAPER PRINTS (GSA FORM T75b - Block 8) (Use additional sheet if more space is required) 14. EQUIPMENT (GSA FORM T75c) NUMBER OF UNITS MODEL MAKE TYPE RENTED NUMBER OWNED DESCRIPTION

GSA-WASH DC 54-2159 See reverse for Instructions

GSA FORM 176 August 1953

# INSTRUCTIONS (General)

Except for Block 9 the required entries are self-explanatory; most entries being referenced to the form and its column, code or block which will serve as the source.

Where more than one purpose is coded in column F of GSA FORM T75s, the entry in Block 9 of GSA FORM T76 will be based on the most important purpose, that is, the first code listed in column F.

## DEFINITIONS

As used in this form the term:

- 1. "Agency" means a department or independent establishment of the government.
- 2. "Organization unit" means any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilm equipment.
- 3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
- 4. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization unit, or other organization units within your agency, by other agencies, or by private business under contract.

|   | d For Release 200                     |                                 |              |  | 080017             |                                  |                                |
|---|---------------------------------------|---------------------------------|--------------|--|--------------------|----------------------------------|--------------------------------|
| GENERAL SERVICES ADMINIST<br>MICROFILM SURV<br>MICROFILM OPERAT | EY - ORGANIZA                         | TION UNI                        | T REP        | ORT  | DATE               | 0.F                              |                                |
| . NAME OF AGENCY  | TONG, GELF-FERF                       | 12. OR                          | GANIZATIO    |  | of bure<br>the age | au, divison or<br>ency)          | other                          |
| . LOCATION (Street and city ad<br>listed in Block 2)            | dress of organizatio                  | l or                            | ricial wh    | me, title and<br>to will be ava<br>ng from aurve | ilable             | on of organiza<br>to answer poss | tion uni<br>ible que           |
| DESCRIPTION<br>OF RECORDS                                       | NUMBER<br>OF IMAGES<br>(In thousands) | NUMBER<br>OF ROLLS<br>(100 Ft.) | FILMED<br>BY | FILM<br>DEVELOPED<br>BY<br>(E)                   | PUR-<br>PO SE      | RETENTION                        | HAVE PAP<br>RECORDS<br>BEEN DE |
| ( A )   | (8)                                   | NEG DUP                         | (0)          | NEG DUP  | (F)                | (G)                              | (H)                            |
|   |                                       |                                 |              |  |                    |                                  |                                |
|   |                                       |                                 |              |  |                    |                                  |                                |
|   |                                       |                                 | . 1          | 1 1  |                    | 1                                |                                |

# Approved For Release 2005/07/13: CIA-RDP70-00211R000300170013-5

# INSTRUCTIONS

(General)

This schedule is used for reporting all microfilm operations (whether purchased or selfperformed) where the completed film is used by the reporting organization unit. Operations conducted by the reporting organization unit as a service to another unit or agency shall be reported on GSA FORM T75a-1.

#### DEFINITIONS

As used in instructions covering this survey the term:

- 1. "Agency" means a department or independent establishment of the government.
- 2. "Organization unit" means any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilm equipment, or a superior organization unit which can supply the required data covering such microfilm operations or equipment.
- 3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic filmdeveloping and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
- 4. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization other organization units within more accounts. ization, other organization units within your agency, other agencies, or by private business under contract.

#### COLUMN

- A. Insert the title (or a brief description of the file) of each group of records which was microfilmed during fiscal year 1953.
- B. Insert the number of images for each group described in column A.
- C. Insert number of negative and positive or other duplicate film rolls for each group of record listed in column A.
- D. Show by whom the records were filmed. Use the following code:
  - 1. Your organization unit.
  - 2. Elsewhere within the agency.
  - 3. By another Government agency.
  - 4. By contract with private business. In these cases attach a copy of the Invitation to Bid and of the resulting contract for each such job.
  - Example: If Bureau A of agency X had the records filmed within its own Bureau it would use Code 1; if Bureau A had its records filmed by Bureau B of agency X, it would use Code 2; if by Government agency Y, it would use Code 3; if by a private microfilm company, it would use Code 4.
- E. If records were filmed by the reporting organization unit, show by whom the film was developed. Make no entry in this column if the filming operations were accomplished by other than the reporting organization unit. Use the following code:
  - 1. Your organization unit.
  - 2. Elsewhere within the agency.
  - By another Government agency.
     By the vendor of the film.

  - 5. By other commercial processing laboratory.
- F. Show the general purpose for which the records were microfilmed. Use the following code;
  - 1. Disposal (To reduce cost of space or file equipment requirements.)
  - 2. Security.
  - 3. Preservation of deteriorating records.
  - 4. To produce film or paper copies.
  - 5. To reduce time or labor of current office operations.
  - 6. Other. Describe on separate sheet and attach to schedule.

If used for more than one purpose, list the codes in the order of their relative importance, with the most important listed first.

- G. Show retention period established for this record by agency record retention schedule.
- H. State YES or NO whether paper records were destroyed after filming.
- Microfilm operations performed by a reporting organization unit as a service for another reporting organization unit must be reported on GSA FORM T75a-1 by the unit performing the work and on GSA FORM T75s by the receiving unit.

SCHEDULE A-1 Approved For Release 2005/07/4/3 GE CREPT RES NOV. 30. 1953 300 170013-5 GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE 0 F DATE MICROFILM SURVEY - ORGANIZATION UNIT REPORT MICROFILM OPERATIONS, PERFORMED FOR OTHER ORGANIZATION UNITS OR AGENCIES 1. NAME OF AGENCY 2. ORGANIZATION UNIT (Name of bureau, division or other auborganization unit of the agency) 3. LOCATION (Street and city address of organization unit 4- LIAISON (Name, title and location of organization unit official who will be available to answer possible ques-tions arising from survey) listed in Block 2) AGENCY AND ORGANIZATION UNIT FOR WHICH SERVICE WAS PERFORMED AND TITLE OF FILE (A) NUMBER OF ROLLS(100 ft.) NUMBER FI'LM DEVELOPED BY NUMBER OF OF IMAGES PAPER (In thousands) (c) PRINTS (B) NEG DUP NEG DUP

See reverse for Instructions

GSA\_WASH DC 54-2155

# Approved For Release 2005/07/13-; CIA-RPR70-00211R000300170013-5

This schedule is to be used for microfilming operations performed as a service to another organization unit or agency. The film created is NOT to be used by the reporting organization unit. Where the film created is to be used by the reporting organization unit, GSA FORM T75a should be used to report operations.

### DEFINITIONS

As used in instructions covering this survey the term:

- 1. "Agency" means a department or independent establishment of the government.
- 2. "Organization unit" means any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilm equipment, or a superior organization unit which can supply the required data covering such microfilm operations or equipment.
- 3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
- 4. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization, other organization units within your agency, other agencies, or by private business under contract.

#### COLUMN

- A. Show the name of the agency and organization unit for which microfilming services were performed during fiscal year 1953 and list the title, or brief description of the file for each group of records processed.
- B. Show the number of images for each group of records shown in column A. If it was not possible to list the individual record groups there, show the total number of images for the organization unit or agency.
- C. Show the number of negative and duplicate film rolls produced for each group of records shown in column A. If it was not possible to list the individual records groups there, show the number of negative and duplicate rolls for the organization unit or agency.
- D. Show the number of paper prints made.
- E. Show by whom the film was developed. Use the following code:
  - 1. Your organization unit
  - 2. Elsewhere within the agency
  - 3. By another Government agency
  - 4. By the vendor of the film
  - 5. By other commercial processing laboratory